

WISCONSIN FUEL LICENSE APPLICATION INFORMATION

(for the MF-100)

Wisconsin Department of Revenue

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INTRODUCTION

This document provides information regarding the following fuel licenses issued by the department:

- Motor Vehicle Fuel License
- Petroleum Products Shipper License
- Alternate Fuel Dealer/User License
- General Aviation Fuel Dealer/User License
- Fuel Transporter Registration Number (petroleum products carriers)

License Exceptions – Licenses are not issued to terminal operators who do not own any of the fuel handled by the terminal, or fuel carriers (transporters) that do not transport fuel on Wisconsin highways (e.g., pipelines, rail, ships, barges). However both terminal operators and nonhighway fuel carriers must file monthly reports with the department. Call the department at (608) 266-3223 or 266-8242 if you fall into either of these two categories. More information about terminal operators and fuel transporters appears later in this document.

Also accompanying the fuel application is a booklet providing further information about the fuel license you indicated to us that you were interested in obtaining.

Assistance – If you need additional assistance to determine if you actually need a license or the type of license you should apply for, call us at (608) 261-6435.

3. Acquire motor vehicle fuel pursuant to an industry terminal exchange agreement.
4. Produce alcohol or alcohol derivative substances in Wisconsin, import alcohol or alcohol derivative substances into a terminal or bulk plant, or acquire them immediately upon import by truck, railcar or barge into a terminal.

The above suppliers must also be registered with the federal government under 26 USC 4101 for tax-free transactions in gasoline and clear diesel fuel.

“Restricted” suppliers are persons who:

1. Import into Wisconsin motor vehicle fuel and other petroleum products from an out-of-state bulk plant providing the transporting vehicle is not capable of carrying more than 4,200 gallons and the delivery location is no more than 25 miles inside the Wisconsin border.
2. Remove motor vehicle fuel and other petroleum products from a bulk plant in Wisconsin in a vehicle capable of carrying not more than 4,200 gallons to a destination not more than 25 miles outside the Wisconsin border.

No person may import motor vehicle fuel into Wisconsin, or sell, use, transport or store motor vehicle fuel in this state unless the fuel tax and petroleum inspection fee have been paid to or liability accrued by the holder of a valid fuel license issued by the department.

B. PETROLEUM PRODUCTS SHIPPER LICENSE

Persons who pay their supplier the Wisconsin motor vehicle fuel tax and the Wisconsin petroleum inspection fee do not need this license. In addition, you do not need this license if you are registered with the department as a motor vehicle fuel supplier. *However, you must obtain a shipper license if you sell petroleum products in Wisconsin on which the 2¢ per gallon Wisconsin inspection fee has not been paid.* You will then remit the inspection fee directly to the department. The petroleum products subject to the inspection fee include, for example: gasoline, diesel, kerosene, aviation fuel, jet fuel, racing fuel and dyed fuel oil.

C. TERMINAL OPERATORS

A terminal operator is the person who by ownership or contractual agreement is responsible for, or has physical control over, the operation of a terminal. A terminal operator who does not own any of the fuel products handled by the terminal is not required to obtain a fuel license. However these terminal operators are still required to electronically file monthly informational reports with the department itemizing terminal receipts, disbursements and meter readings.

Terminal operators who own the fuel products handled by the terminal must obtain a motor vehicle fuel suppliers license. These terminal operators file a combined monthly motor vehicle fuel supplier and terminal operator report with the department.

WHO NEEDS A FUEL LICENSE

A. MOTOR VEHICLE FUEL TAX LICENSE

Persons who want to function as a “supplier” or “restricted” supplier of motor vehicle fuel in Wisconsin must obtain a fuel license from the department and remit any fuel tax owing directly to the department. **Motor vehicle fuel includes gasoline and undyed diesel fuel.** The motor vehicle fuel tax rate effective April 1, 2006, is 30.9¢ per gallon. By statute this rate is adjusted annually, and the new rate is effective April 1 each year.

These persons are also liable for remitting the 2¢ per gallon petroleum inspection fee owing on motor vehicle fuels as well as the fee owing on other petroleum products they handle in Wisconsin, for example: kerosene, aviation fuel, jet fuel, racing fuel and dyed fuel oil (these products are not subject to the motor vehicle fuel tax).

“Suppliers” include persons who:

1. Import or acquire immediately upon import, gasoline or undyed diesel fuel by pipeline or marine vessel from a state, territory or possession of the United States or from a foreign country into a terminal.
2. Produce, manufacture or refine gasoline or undyed diesel fuel within Wisconsin.

D. ALTERNATE FUEL DEALER/USER LICENSE

The Wisconsin alternate fuels tax is imposed on all alternate fuels placed into the supply tanks of licensed motor vehicles, snowmobiles, recreational motorboats, or all-terrain vehicles (unless the ATV is registered for private use) in Wisconsin. The most common examples of alternate fuels are LPG (liquefied propane) and CNG (compressed natural gas). The alternate fuel tax rate effective April 1, 2006, for LPG is 22.6¢ per gallon and 24.7¢ per gallon for CNG. By statute this rate is adjusted annually, and the new rate is effective April 1 each year.

The alternate fuels tax is payable directly to the department by the following persons who must be licensed by the department:

1. Fuel “dealers” who place alternate fuel into the supply tanks of licensed motor vehicles, snowmobiles, recreational motorboats, or all-terrain vehicles (unless the ATV is registered for private use), owned by others, or owned by others as well as themselves.
2. Fuel “users” who make bulk purchases of alternate fuel that will be placed into supply tanks of **their own** licensed motor vehicles, snowmobiles, recreational motorboats, or all-terrain vehicles (unless the ATV is registered for private use). Fuel users who make bulk purchases and do not want to obtain an alternate fuel license from the department can remit the alternate fuel tax to their dealer.

E. GENERAL AVIATION FUEL DEALER/USER LICENSE

The Wisconsin general aviation fuel tax of 6¢ per gallon is imposed on all aviation fuel sold, used or distributed in Wisconsin. Any person who acts as a general aviation fuel dealer in Wisconsin or who purchases aviation fuel and places it into the supply tank used to power an aircraft must obtain a license from the department and remit any tax owing directly to the department.

The general aviation fuel tax is payable by the following persons who must be licensed by the department:

1. Fuel “dealers” who make bulk deliveries of aviation fuel to persons who are not licensed as general aviation fuel dealers with the department.
2. Fuel “dealers” who place aviation fuel into the supply tanks of aircraft owned by others.
3. Fuel “dealers” who place aviation fuel into aircraft owned by others as well as their own aircraft.
4. Fuel “users” who place aviation fuel into supply tanks of their own aircraft. Generally fuel users do not need a general aviation fuel license because they pay the aviation fuel tax to their suppliers. However, users who want to purchase automobile gasoline tax-exempt from fuel suppliers must obtain a general aviation fuel license, and are then responsible for remitting the aviation fuel tax to the department.

No person may act as a general aviation fuel dealer in Wisconsin unless the person is a holder of a valid general aviation fuel license. “Users” cannot fuel aircraft owned or operated by others, only dealers can.

The term “aircraft” means any contrivance, except those owned by an air carrier company, used or designed for navigation or flight in air.

An “air carrier company” is any person, association, company or corporation that engages in the business of transporting persons and/or property on regularly scheduled flights.

F. FUEL TRANSPORTER REGISTRATION NUMBER

All persons who transports motor vehicle fuel, general aviation fuel or alternate fuels on any highway in Wisconsin are required to register with the department except private carriers that transport fuel only within Wisconsin and not across state lines. A carrier is termed “private” if it owns the vehicles transporting the fuel as well as the fuel products being hauled.

There is no fee for a registration number. When your application is approved, the department will issue you a registration number and that number must be displayed on all vehicles you have that transport fuel on Wisconsin highways. Your registration number is valid until it is canceled by you or revoked by the department. Your registration number is not transferable to another person or place.

The registration number issued to you must be painted on both sides and rear of each vehicle you have which transports fuel in Wisconsin. The number must be preceded by the letters WDR, and all characters cannot be less than 5 inches in height with a stroke not less than 3/4 inch in width.

Pipeline, rail, ship and barge carriers who transport fuel in Wisconsin (**not upon Wisconsin highways**) are not required to obtain a fuel registration number but are required to file monthly reports with the department itemizing fuel shipments in Wisconsin.

HOW TO OBTAIN A FUEL LICENSE

Complete the fuel application (MF-100) and mail it to the department. There is no fee for a fuel license. However, persons wanting a fuel license must also hold a Business Tax Registration (BTR) Certificate with the department for which there is a one-time \$20 charge (renewal is every two years for \$10). More information about the BTR certificate should accompany the fuel application. The BTR certificate does not pertain to the Fuel Transporter Registration Number at this time.

SECURITY MAY BE REQUIRED – Persons applying for a fuel license may be required to provide security guaranteeing payment of the fuel tax and petroleum inspection fee to the State of Wisconsin. If the information on your application indicates that security is required, your fuel license will not be issued until the security is submitted. The amount of security is determined by the department but cannot exceed 3 times a licensee’s average monthly liability. Acceptable types of security include, but are not limited to: bonds, certificates of deposit, or cash. Security can be released when a licensee has a good filing and payment record with the department for two years.

When your application is approved and any required security submitted, you will be issued a fuel license and reporting forms. **Your license is not transferable to another person or place.**

KEEP THIS INFORMATION IN YOUR RECORDS